



REQUEST FOR PROPOSAL

Comprehensive Plan Update

I. Introduction

The City of Dacono, Colorado is soliciting a qualified consulting firm to submit a proposal to update the City's Comprehensive Plan. The City desires to have a well organized and detailed action plan that is user friendly, and workbooks to assist in the implementation of the Plan. The City last updated its Comprehensive Plan in 1998, and while it is considered the basis for all land use decisions in the City, some revision of both policies and land uses is needed. The Plan calls for an "overall update" every five years, which should be a "thorough re-evaluation of the entire plan, including goals, objectives and strategies, updates of projections and land uses and area service capabilities." Dacono is located in an area of considerable growth, and many regional conditions have changed since the current Plan was adopted. The City has recently completed a Transportation Master Plan, and two project-specific amendments to its Comprehensive Plan.

The following Request for Proposal (RFP) provides a brief description of the City, scope of work, submittal requirements, and criteria to be used to evaluate submittals. Partial funding for this project is provided through a Colorado Heritage Planning Grant.

II. Description of Dacono

The City of Dacono, with a population of approximately 3500, is located in the southwest corner of Weld County, about 25 miles from downtown Denver. It was incorporated in 1908, and adopted a home-rule charter in 1994.

Bordered on the west by I-25, and on the north by CO 52 (and the Town of Frederick), Dacono has seen a significant increase in the Front Range growth pressures since the last Comprehensive Plan was adopted. There are two I-25 interchange properties within the City's boundaries, and several other industrial and commercial parcels along CO 52 and WCR 13 (Colorado Blvd.). There are more than 8500 residential units in some stage of planning in the western half of the City's planning area. The completion of E-470 to I-25 has resulted in an interchange at Colorado Blvd. that feeds directly in to the City from the south metro area and Denver International Airport which is expected to influence the course of transportation and development in Dacono.

The six member City Council is elected at-large, as is the popularly elected Mayor. The Council appoints the full-time City Administrator, and planning, legal, and engineering services are provided on a contract basis. The staff level "Development Review Committee" meets bi-weekly. Internal departments include the Police Department, Public Works, and Administration. Water is provided to a master meter by Central Weld County Water District and the distribution and billing systems are maintained by the City. Construction of an expanded transmission system to serve the western half of Dacono's Planning Area is currently underway. Sewer service is provided by the Dacono and St. Vrain Sanitation Districts. The City is located in both the St. Vrain and Ft. Lupton school districts. It is part of the "Tri-City" or Carbon Valley area, which also includes Frederick and Firestone. The Town of Erie shares a "planning area"

boundary on the east. The City is a party to Intergovernmental Agreements governing planning areas and issues with (1)Weld County, Frederick and Firestone; (2) Erie and Weld County; and (3) Broomfield. It also has an intergovernmental agreement with the St. Vrain Valley School District, and the Carbon Valley Recreation District. An IGA with Ft. Lupton School District is in process. Dacono is also a member (through an intergovernmental agreement) of the Southwest Weld County Regional Drainage Authority.

III. Scope of Work

Land use in Dacono is governed by the Comprehensive Plan, and the chapters in the City's Municipal Code which govern land use (primarily Annexation, Zoning, and Subdivision). The Intergovernmental Agreement with Weld County, Frederick, and Firestone also adopts "Baseline Standards", which establish design standards for landscaping, lighting, height, setbacks, signage, and streets. There are no other specific documents that regulate development.

The scope of this project is to create a detailed Comprehensive Plan document that will act as a blueprint to direct the future growth and development of the City, workbooks to facilitate implementation of the plan, and reviewing the current land use code to make recommendations for implementation of the Comprehensive Plan. The Comprehensive Plan should integrate all of the City's existing plans and documents, detail current community goals and objectives, provide implementation actions, provide recommendations for the future and include illustrative maps, tables and graphics.

Elements of the Comprehensive Plan will include, but not be limited to, the following:

- a. Land Use Map (Existing and projected uses)
- b. Assessment of needs and opportunities
- c. Neighborhood and City-wide goals, policies and strategies, including, but not limited to:
 - Growth
 - Mix of housing types
 - Land Use
 - Regional influences
 - Economic development
 - Transportation (Master Plan recently completed)
 - Public improvements and infrastructure - parks, open space, and recreation
 - Flood plains
 - Environmental resources and hazards (particularly energy and mineral impacts)
- d. Land Use location criteria
- e. Public facilities site specifications and location criteria

The workbook will include, but not be limited to, the following:

- a. Description of how to use the workbook
- b. Review procedures for proposals that deal with all elements of the Comprehensive Plan
- c. Review criteria for the different types of proposals;
- d. Reference information that provides the user of the workbook easy reference to individual sections in the Comprehensive Plan, and implementation documents that pertain to goals, policies, and procedures
- e. A list of questions to help the City in the evaluation of a development proposal and its impacts on the City and its relationship to the Comprehensive Plan.

The Land Use Code review should include but not be limited to: annexation, subdivision and zoning sections of the Dacono Municipal Code, development standards, the City's vested rights and open space ordinances, and oil and gas elements to match the goals of the new Comprehensive Plan. Recommendations for adaptation of the State's Model Land Use Code would be helpful.

Plan presentations, public hearings and workshops will be scheduled during the Plan's development. The purpose of these meetings will be to present progress updates; to receive citizen, elected official and staff comments; to present the final draft report and ancillary materials to the Planning Commission and City Council. Presentations will include, but not be limited to the following:

- General Workshops for the citizens and property owners (1-3)
- Informal workshops/presentations to Planning Commission and City Council (2-3)
- Formal Planning Commission public hearing (1)
- Formal City Council public hearing (1)

Products will include :

- 50 copies of the final Comprehensive Plan, including maps
- 50 copies of an executive summary
- 25 copies of the Workbook
- Five copies of the Land Use Code
- All documents in electronic format, text in MS Word.

IV. Submittal Requirements

Proposals should be submitted in two parts. The first will deal with the substance of the proposal, and the second will be the cost analysis for the project. Costs must be listed in detail, i.e., itemizing each component of the work program, as well as hourly rates, travel, meetings, etc.

Tasks can be itemized as "optional" and bid independently to allow flexibility in fee. The proposal should clearly state what is received for the fee quoted. The project is partially funded by a Colorado Heritage Planning Grant. The budget for the project is estimated at \$70,000.

Please submit 12 copies of Part 1, and one copy of Part 2. Both are to be submitted, in paper format, by **July 3, 2003 at 4 pm.** No fax or electronic proposals will be accepted.

A selection committee of staff, Planning Commission members and City Council members will interview finalists in early July, with City Council approving a contract at its meeting of July 28.

The City of Dacono reserves the right to reject any and all proposals. All costs, including travel and expenses, incurred in the preparation of this proposal shall be borne by the proposing firm. All work product, whether electronic or in hard copy, will remain the property of the City of Dacono, and will be provided to the City upon completion of the contract or upon request.

Proposals should include:

- a. Executive Summary--Provide an overview of the significant features of the proposal.
- b. General Information--Provide the contact person, company name, address, telephone number, and other general information you believe to be relevant.
- c. Philosophical approach--Describe your approach to providing the proposed services, to give the City the opportunity to understand your approach to the process and the product.

- d. Services--Discuss which services are to be provided under the proposal, and which services, if any, are specifically excluded.
- e. Timeline--Include completion milestones for each step of the work program, estimated dates for public participation, etc.
- f. Experience--discuss the experience you or your firm has in similar projects, particularly in small communities. Include references and project descriptions.
- g. Organization and staffing plan--describe how you will organize the personnel, identify the people who will actually be doing the work, and whether they are employees or sub-contractors.
- h. City-provided materials--describe what, if anything, the City is expected to provide, including office space, records, or other tangible or intangible support items.

V. Criteria for Evaluation of Proposals

Each of the three criteria listed below are equally weighted in their importance in evaluating the proposals.

Quality and successful completion of similar Comprehensive Plans.

Comprehensive Plan experience of a similar nature and at a similar scope will be viewed favorably. The commitment to quality as evidenced by previous Plans and client satisfaction will be considered.

Discussion of approach.

The clarity of responsibilities, the ability to work with the City's staff, elected officials, and citizens, the proven problem-solving ability of the team, and its demonstrated creativity are key factors in the selection of a team. Each of the elements listed above should be addressed in the proposal.

Time commitment and cost of the master plan.

The City is interested in the level of dedication and commitment of the team and furthermore a guarantee that Dacono's Comprehensive Plan will be a priority project. The City will evaluate costs based on quality, detail, time commitments and experience.

VI. Other Information

The contact for the City of Dacono is Karen Cumbo, City Administrator.

Send proposals to:

Physical Address:	512 Cherry St.
Mailing Address:	PO Box 186, Dacono, CO, 80513
Telephone:	303-833-2317 x 125
Fax:	303-833-5528

If you would like a copy of the current Comprehensive Plan, please contact Donna Case at 303-833-2317, x 128.